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STATE OF IDAHO
Idaho Real Estate Commission

ONLINE LICENSING SYSTEM LOGIN

The online licensing system has been redesigned to allow greater protection for your personal information. You will use an Access Idaho username and password to access your IREC licensing information. Once you have established an Access Idaho username and password, you will then link your Idaho Real Estate Commission (IREC) licensing information to that username and password using an "association-key." Once the link is established you do not need to do it again, unless you get a new username and password from Access Idaho.

Once you've established the link between your Access Idaho username & password and your IREC licensing information, you can change the "association key" (the linking data) for privacy reasons, i.e. If you wish to prevent someone who knows your personal information from accessing your licensing data, you need only change your personal "association key."

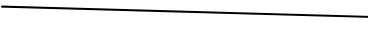
Office Managers can create their own personal username and password and then link any number of licensees to their Access Idaho account as long as they know the licensee's license number and correct association key of that licensee.

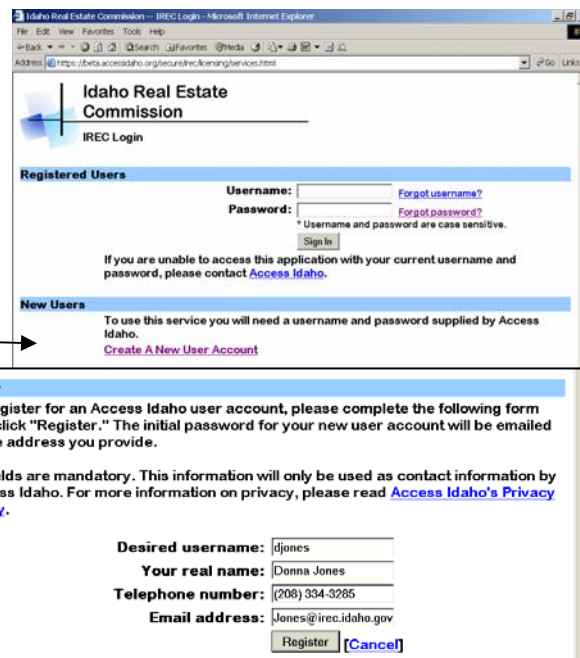
LOGGING ONTO IDAHO REAL ESTATE COMMISSION ONLINE LICENSING SERVICES

- 1) Using your internet provider, browse to the Idaho Real Estate Commission Website at <http://www.irec.idaho.gov>
- 2) Click on either "Licensing Forms and Online Services" link on the left side of the IREC home page or the "Online Renewal & Services" hyperlink at the bottom of most IREC website pages.
- 3) Then click on "Online Licensing Services."
- 4) When you get to the "Online Services" page please read the information provided. It tells you what Internet settings are needed to use the online services, what services are available online, what credit cards are accepted, and other information about the online services.
- 5) Click on any of the hyperlinks provided to access the online services you wish to use.

CREATING A NEW USER ACCOUNT

To establish a new username and password:
(If you already have an Access Idaho username and password then skip to the step #13.)

- 6) Access the Real Estate Commission online services page.
- 7) Click on this link. 
- 8) Enter a "desired user name," it can be any format that you would like to use.
- 9) Enter your actual name. Access Idaho will use this information to attempt to locate your account information if you have a problem later.



The screenshot shows the Idaho Real Estate Commission website. The top section is titled "Idaho Real Estate Commission" and "IREC Login". Below this, there are two main sections: "Registered Users" and "New Users". The "Registered Users" section has fields for "Username:" and "Password:" with links for "Forgot username?" and "Forgot password?". Below these fields is a "Sign In" button. The "New Users" section has a link for "Create A New User Account". Below this link is a "Register New User" form. The form has a title "Register New User" and a description: "To register for an Access Idaho user account, please complete the following form and click 'Register.' The initial password for your new user account will be emailed to the address you provide." Below the description is a note: "All fields are mandatory. This information will only be used as contact information by Access Idaho. For more information on privacy, please read [Access Idaho's Privacy Policy](#)." The form has four fields: "Desired username:" with the value "djones", "Your real name:" with the value "Donna Jones", "Telephone number:" with the value "(208) 334-3285", and "Email address:" with the value "Jones@irec.idaho.gov". At the bottom of the form are two buttons: "Register" and "Cancel".

- 10) Enter your telephone number
- 11) Enter your email address (Your new password will be emailed to this address. And if you forget your username or password in the future and you click on the "Forgot" links, the information will be emailed to this email address.)
- 12) You need to receive your temporary password before you can continue. It should be emailed to you in just a few minutes. If you do not receive it, contact Access Idaho at (208) 332-0102. Once the temporary password is received you can login and continue with the linking step.

LINKING LICENSE INFORMATION TO A USERNAME

- 13) Enter your license number, (the number that appears after the SP, DB, AB, etc.) printed on your real estate license and/or renewal notice, i.e., for SP00000303, type 303 in the "License Number" field.
- 14) Unless you have changed it, the "Association Key" will be the date of your birth in the format MMDDYY (i.e., May 4, 1950 will be 050450) followed by the last four digits of your social security number.

(The next time you log onto the Real Estate Licensing page, you only need to enter your username and password because the link stays with this username and password until you end the link or the association key is changed. This is true unless you have linked more than one license record to your Access Idaho username, then see step 12.)

ACCESSING YOUR USER ACCOUNT

- 15) Access the Real Estate Commission online services page as outlined in steps 1-5 on page 1).
- 16) Type your Username and Password then click on "Sign In."
- 17) If you have not linked additional licensing records to your username skip to step 18. If you have linked more than one license record to your username and password and you want to add, remove, or transfer licensees and/or change the company information, then you need to select the designed broker's record.

Note that linking or unlinking a license record to your Access Idaho account does not affect licensing in any way.

-To add another licensee link, click on "Add Another Licensee."

-To remove a licensee link, click on the "[remove]" at the right of the licensee's name.

- 18) Select the online service you wish to use.

- **Education Report** lists courses that the person whose name appears in the blue bar has completed.
- **Course Registration** will register the person whose name appears in the blue bar for a course sponsored by IREC
- **Change Personal Name/Address/Phone** will change the name of the person whose name appears in the blue bar
- **Add Associates to Your Companies** is used to add a licensee to a company. This option is only available when a designated broker's name appears in the blue bar. The license will either be transferred from his/her current company or changed from inactive status to active status.
- **Renew Your License** will renew the real estate license of the person whose name appears in the blue bar
- **Print Licenses Online** is used to print any license that has been created by the changes you have made online. You have a two-hour period of time from the creation of the license before the opportunity to print online is removed.

- **Remove Associates from Your Company** is used to remove licensees from a company. This option is only available when a designated broker's name appears in the blue bar. The license will be changed from active status to inactive status. You can not "remove" a designated broker.
- **Change Company Name / DBA Name / Address / Phone** This option is to change company information. This option is only available when a designated broker's name appears in the blue bar.
- **Purchase Additional Copies of Licenses** is used to order a copy of a license that has been misplaced. Once ordered, you can use "Print License Online" to print the license or wait and IREC will mail it to the company where the licensee works. When a designated broker's name appears in the blue bar, it is possible to order multiple licenses, otherwise the only license that can be ordered is for the person whose name appears in the blue bar.

Change Current License if you have linked other records to your username and password, you can change to one of those records using this option.

Remove the Licensee from User Account if you have linked other records to your username and password, you can remove one or more of those records using this option.

Add New Licensee to User Account is used to link another record to your username and password.

Change Association Key for this License use this option to change the association key for the person whose name appears in the blue bar

Logout will sever your connection to Access Idaho and IREC's online licensing services.

Save for future reference